# Rockingham County Virginia
*Web Technician*
*Supervisor: Director of Information Systems*

**Primary Objective:**

Develop and maintain County website and SharePoint intranet by working with members of all departments. Assist in hardware and software support related to Windows-based personal computers deployed within all County offices. Assists, trains, and provides technical support to computer users and department employees as required.

**Essential Functions/Tasks:**

Use SharePoint templates to develop, test and maintain County intranet site.
Work with core group of website content managers and other County staff to create and maintain County website in accordance with standards set by the County.
Recommend and participate in policy development and web standards, although not primary decision-making authority policy and standards.
Use basic technical skills to build, test and modify website. Assist in necessary upgrades.
Research and recommend website implementation tools. Maintain technical expertise in field.
Create and maintain documentation of website and intranet.
Work actively with the PC Network Technicians in responding to routine Help Desk calls by performing tasks including but not limited to the following:

Resolve assigned personal computer problems (hardware and software) in a timely and cost-effective way by performing on-site diagnosis of problem(s), deciding on course of action, making repairs and/or coordinating outside services for repairs or parts, and maintaining appropriate inventory of spare parts and equipment.
Minimize computer system down time by performing routine trouble shooting techniques and developing and carrying out appropriate preventative maintenance schedules for computer equipment.
Ensure that new or relocated computer equipment is installed properly and functioning as designed.
Ensure that hardware and/or software upgrades are installed properly and functioning as designed.

**Minimum Requirements:**

Education/experience equivalent to Associate Degree in computer related discipline.
Knowledge of SharePoint, HTML, Java Script and/or other industry standard web tools, as well as some experience in development.
Ability to plan and prioritize work assignments.
Strong organizational skills.
Good problem solving and interpersonal skills
Good working knowledge of the operation of local area networks, IIS and the internet.
Ability to understand and follow complex oral and written instructions, and to work independently and schedule work effectively
Good verbal and written communications skills, including writing technical reports
Valid U.S. driver's license
Required to be fingerprinted and subject to a background investigation.
Regular attendance at work

**Physical Requirements:**

This is sedentary and operative work requiring the exertion of up to and exceeding 50 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Regular required tasks include sitting; talking or hearing, in person, in meetings and by telephone; using hands to finger, handle, feel or operate standard office equipment; and reaching with hands and arms. The employee is frequently required to walk and stand sometimes on uneven surfaces; in addition, occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**To Apply:**
Complete a Rockingham County employment application and mail it with your resume and references to the Department of Human Resources, Rockingham County, 20 East Gay Street, Harrisonburg, VA 22802. A printable

version of our employment application is located on our website at [www.rockinghamcountyva.gov](http://www.rockinghamcountyva.gov).  Application review will begin as soon as possible.  Deadline to apply is May 4, 2012.

Rockingham County is an Equal Opportunity Employer